

Memorandum

TO: City Council

FROM: Mayor Chuck Reed

SUBJECT: CEREMONIAL ITEMS

DATE: June 25, 2007

APPROVED:

Chuck Reed

DATE:

At the request of the Rules and Open Government Committee, the following are the requested time limits for ceremonial items on tomorrow's City Council meeting:

1. The Mayor will make brief introductory remarks (15 seconds maximum).
2. The Councilmember giving the commendation will say a few words about the recipient(s) (one minute maximum).
3. One recipient will make remarks (one minute maximum).

Due to the large amount of items on tomorrow's agenda, it is important for each ceremonial presentation to stay under 3 minutes. Please let those who will be present to accept commendations know of their time allotment for speaking.